

INSTRUCTIONS TO PREPARE A CUSTODY OR COMPANIONSHIP PACKET

This packet was prepared for your convenience to assist you in filing a petition or motion with the Court. Please review the attached documents and complete any research necessary to answer all questions asked. Complete and accurate information is necessary for your case to proceed through court. Incomplete or inaccurate information will result in delays.

WHICH PACKET DO I NEED?

A **custody petition** is a request by one person for custody of the child (ren).

A **shared custody petition** is a request by more than one person for custody of the child (ren). This packet can be used if neither *petitioner*, nor person requesting custody, is a parent, or if only one petitioner is a parent.

A **shared parenting petition** is a request by both parents to share custody of the child (ren). A Shared Parenting Plan must be submitted to the Court by the parties. A Shared Parenting Plan template is available for your use through the Clerk's Office.

A **parenting time or companionship petition** is a request for visitation rights by court order to the petitioner. A request for parenting time or companionship can be made with or without filing a custody petition.

What happens with Child Support when Custody is decided by the Court?

The Hamilton County Juvenile Court assigns a case number beginning with a "P" to all paternity and child support matters and a case number beginning with an "F" to all custody and companionship rights cases. Child support matters must be addressed only under a "P" number and custody and companionship issues must be addressed only under an "F" number. A situation involving both types of issues will by definition have two separate case numbers. One group of magistrates hears child support cases, and a separate group of magistrates hears the custody and companionship rights cases.

In any custody action in which the parties to the case are the parents of the child or children, the party filing the action must complete an Application for Child Support Services under Title IV-D of the Social Security Act. This will authorize the Hamilton County Child Support Enforcement Agency to provide services related to the establishment, modification, and enforcement of any child support orders that may arise after the Court decides the issue of custody.

When the Court issues a decision awarding custody or modifying a prior award of custody in a case involving the parents, it may be necessary to schedule another hearing before a child support magistrate to deal with the issue of child support. Any such cases would be assigned a child support case number beginning with a "P". If the party to whom the Court has awarded custody is already receiving child support, no further action will be needed. However, if there has never been an order of child support, or if the party previously ordered to pay child support now has legal custody, the Clerk's Office will set a hearing date to address the child support issue.

Ohio law requires that a Shared Parenting Plan address, among many other things, the issue of child support. A Shared Parenting Plan should refer to the appropriate "P" number for the language related to child support issues. These issues include the amount and effective date of

the child support order, orders related to health insurance coverage, and the issue of who is able to claim the child or children as a tax exemption. Even if there is an agreement that no child support will be exchanged, there needs to be a "P" number. If no "P" number exists, a party will need to file a support action in the Clerk's Office in order to obtain one. A party making a dual filing will only be required to pay one filing fee if applicable.

When the Court issues a decision awarding custody or modifying a prior award of custody to a non-parent, then that person has a right to request an order of support by either contact the Child Support Enforcement Agency (there is no cost for this service) or by filing a motion to set support with the Court (a filing fee may be required).

Filling Out a Packet: What to Know

1. Please type or use a blue or black ink pen to complete your packet.
2. All forms must be completely filled out with accurate information. Some forms may require research prior to completion. Please take the time to gather all information prior to submitting your packet. Failure to provide complete and accurate information will result in delays and could result in your petition or motion being dismissed by the Court.

Filling Out a Petition, Motion and Other Required Forms

1. The term "In Re:" refers to the name(s) of the child (ren). This is the caption of the case. You should include the complete name of every child for whom you are requesting the Court to make orders.
2. Add the case number, if known, to the top right-hand corner of the petition or motion. If you don't know this information or this is the first time the case has ever been in this court, Clerk Office staff will assist you.
3. Fill out each line of the petition, motion and other forms with complete and accurate information, making sure to check the boxes where requested.
4. Please attach all requested documents to your petition or motion. See the check list for guidance.
5. The petition or motion must be signed in front of a notary.
6. After all the documents are completed, notarized and witnessed; bring the packet to a deputy clerk in the Clerk's Office of the Hamilton County Juvenile Court, located on the first floor at 800 Broadway, Cincinnati, Ohio, 45202.
7. Filing fees must be posted at the time of filing by cash, check, money order, American Express, Discover, or Master Card. Please note that there is an additional fee charged for use of a credit card. The filing fee for custody and companionship petitions or motions is \$165.00. A second Motion on the same cases is \$150.00. There is an additional fee for service by publication in the amount of \$100.00.

When do I use a motion to modify?

A **motion to modify** is used whenever a court order already exists, either through this Court or another court, and you are asking to change the order.

A **motion to modify custody** is a request to change custody from the child (ren)'s current custodian to the petitioner.

A **motion to modify shared parenting or shared custody** is a request to change either the terms of the Shared Parenting or Shared Custody agreement or to change one or both of the custodians.

A **motion to modify companionship/ parenting time** is a request to change your current companionship/parenting time schedule by court order.

I am requesting custody or companionship for more than one child. Can I use the same packet for all children?

You can use the same packet for all children who have the same parents. If some of the children have different parents, you need to fill out one packet for each set of parents. If you are not the parent of a child (ren) and are requesting custody or visitation, called *companionship*, and are not granted custody, you must fill out both a packet for custody and a packet for companionship. If a parent is requesting custody but is not granted custody, the court will automatically consider parenting time (visitation) rights to that parent.

What documents will I need to file my petition or motion?

1. **A copy of each child (ren)'s birth certificate.** If you do not have a copy of a birth certificate, you must obtain one. To obtain a birth certificate you may contact any city or county Department of Vital Statistics for any child born in the state who has not been adopted. Most birth certificates can be obtained by filing online. Each state and county will have an agency responsible for keeping these records.
2. **A copy of a death record, if a parent or former custodian is deceased.** Acceptable documentation includes, but is not limited to, a copy of the death certificate, other government records, or a copy of the funeral home notice. Death certificates can be obtained through the Department of Vital Statistics in the city or county where the person died.
3. **Copies of other courts' orders relating to the custody or companionship rights of the child (ren) who are the subject of your petition or motion.**

Local agencies for obtaining birth or death records in Ohio include:

Cincinnati Health Department
Office of Vital Statistics
1525 Elm Street
Cincinnati, Ohio 45202
(513) 352-3120
<http://www.cincinnati-oh.gov/health/birth-death-certificates/>

Hamilton County General Health District
250 William Howard Taft Rd.
Cincinnati, Ohio 45219
(513) 946-7800
<https://www.hamiltoncountyhealth.org/>

The Ohio Department of Health
P.O. Box 118
Columbus, Ohio 43126-0118
(614) 466-2531
<https://www.odh.ohio.gov/vs>

Why do I need to fill out the affidavit in compliance with O.R.C. 3127.23?

The *affidavit in compliance* is a legally required document. The information contained in the affidavit provides historical information regarding the life of the child (ren) to the court to help ensure that it has jurisdiction to hear your case.

Why do I need to fill out the personal identification form?

The personal identification form provides the court with current information regarding the life of the parties and the child (ren). The information is necessary to provide the judge or magistrate with information related to the parties and the child (ren), which is important in making custody or companionship decisions.

Why do I need to sign releases?

In order to ensure the safe placement of child (ren), the court requires releases of information to obtain background checks on all adult household members in a petitioner's home. Each person who lives in your home is required to sign two releases: The Hamilton County Department of Job and Family Services questionnaire and release and the Hamilton County Sheriff Department's release. Additional releases may be necessary as determined by the magistrate.

How do I fill out a release of information?

1. The Hamilton County Department of Jobs and Family Services Questionnaire and Release

Please fill out all information completely and accurately in detail down to the point that indicates "For Official Use Only by HCDJFS DO NOT WRITE BELOW THIS LINE." Accompanying this form is the authorization to release information which must be signed in front of a witness

2. The Hamilton County Sheriff Department's Personal Information Release Form

The second release which must be signed is the personal information release form. This form is used by the Hamilton County Sheriff Department to complete criminal background checks. Please sign and fill out all information completely and accurately down to the point that indicates "For Official Office Use Only.

SERVICE:

Who do I need to notify that I have filed a petitioner or motion with the Court?

The law requires that any person with a legal claim to custody or companionship rights with a child has to be notified of a petition or motion. This includes a parent who may not currently be involved in the child (ren)'s life (s). You must serve notice to:

1. The child (ren)'s mother, even if she has never been involved in the child (ren)'s life (s);
2. The child (ren)'s father, even if he has never been involved in the child (ren)'s life(s) or legally determined to be the father;
3. Any person who currently has legal (by law) or physical (the person with whom the child is currently living) custody of the child (ren);
4. Any person who has court ordered companionship rights with the child (ren).

How do I notify parties?

The preferred method of service in the state of Ohio is by certified mail notice. If certified mail is not claimed by the person, the court can send out regular mail service to the party. If not returned as undeliverable, service is complete. In order to request certified and regular mail service, fill out the form titled "Request Instructions for Ordinary Mail Service" and the "Hamilton County Juvenile Court Service Request" forms. The service request form requires the complete name and address of the party you are attempting to notify. If a party is temporarily staying with someone, and you don't think they receive mail at that address, send the notice in care of (c/o) the person who owns or rents the property.

Other acceptable methods of service in Ohio include:

Personal Service

Personal Service is a request for the Sheriff's Department or a privately paid process serving agency to serve a summons and a copy of the complaint on the named individuals. If you request personal service, make sure you provide information regarding the hours and locations where the person will most likely be (ex. home at 6:30 p.m., or work 9:00 a.m. until 5:00 p.m.). Please note that if the person is not present at the identified location at the time service is attempted, service will not be able to be completed.

Residential Service

Residential Service is a request for the Sheriff's Department or a privately paid process serving agency to serve a summons and a copy of the complaint on the named individuals by leaving a copy at the address provided. If you request residential service, make sure you provide information regarding the hours and locations where the person will most likely be found (ex. home at 6:30 p.m., or work 9:00 a.m. until 5:00 p.m.). **Please note that if residential service is not considered under Ohio law to be the most effective method of service.** The Court may or may not accept residential service and may require you attempt other types of service, such as certified mail or personal service, if they are not satisfied that the notice was actually received by the person you are attempting to serve. This could cause delays in your case.

Publication Service

Publication service is only acceptable when all other attempts to notify a party have been ruled out. You will have to demonstrate to the magistrate what attempts you made to locate an address for a person before the magistrate will consider accepting publication service including: internet searches, making phone calls to locate an address, checking with friends and family members, etc. To properly fill out a request for publication you must include the last known address of the person. **Be aware that there is an additional fee for publication service.**

Please note that telling someone about the hearing is not the same as legal service of process. Even if you know that the person has notice of the hearing, if he or she does not appear in court and legal service is not complete, the court cannot proceed on your case.

How do I complete the request for service form?

Select the "Type of Form" (Summons, Subpoena or Notice), and list your selection in the first column. On the form, the people who are usually served with this type of notice are listed for your assistance. List your selection in the center column, and type or print the person's name and complete address, including the zip code in the third column. If you are requesting more than one type of service, complete the same process on the next line, changing only the center column. Please note that the usual standard legal service requires that you send both certified and regular mail service to each party. You can review the section on "How do I notify parties?" for guidance in determining the type of service you may need.

Completing the Checklist:

The checklist is used to make sure that you have provided all of the necessary paperwork to complete your packet. If items are missing from the packet, the court may delay or dismiss your petition or motion.

INSTRUCTIONS AND INFORMATION FOR WRITTEN REQUESTS FOR SERVICE

One of the most important procedures which takes place at the onset of any legal action is the service of process. Unless service is quickly and properly executed, the legal proceedings could be disrupted, delayed or even dismissed. To insure that all parties are properly served, you are charged with the responsibility of using all resources to obtain a correct and complete address as well as requesting proper service of all related parties in a timely fashion.

The following are guidelines for determining the most appropriate method of service. You may want to consult Civil Rule 4 and your attorney is an appropriate resource concerning this topic.

Regular Mail: Requires a complete and accurate address but does not provide any assurance or proof of delivery unless it is returned by the U.S. Postal Service as “Undeliverable”.

Certified Mail: Requires a complete and accurate address and the hearing is not set for at least 28 days to allow ample response time for the return verification. If the certified mail is returned as refused or unclaimed and you did not sign a Waiver of Service, you must request in writing that Ordinary Mail be sent to the same address or provide additional information in writing so service can be resent.

Personal Service: Is one of the quickest ways to obtain service for a hearing as long as you are sure of the residential address or employment address. It is helpful to indicate the times the party is most likely to be present during the daytime hours at the indicated address. Personal Service requires the Sheriff or other approved Process Server to serve the Summons and a copy of the Complaint or Petition only to the named individual (s).

Residential Service: Is also one of the quickest ways to obtain service for a hearing as long as you have a correct and complete address. The Sheriff or an approved Process Server is required to serve the Summons and a copy of the Complaint or Petition to any household member of suitable age.

Publication: Is only appropriate when all other resources are exhausted to identify a correct and deliverable address or all diligent attempts for service have failed. This process requires additional cost and completion of the Affidavit for Service by Publication , in addition to the Service Request.

Please note that actual notice of a hearing is not a substitute for legal Service of Process. You as a party cannot Serve Process, however it may be effective to give actual notice of the hearing by telling the person or party of the hearing date, time and place of the hearing. You might give them a copy of the Summons along with a copy of the Complaint or Petition.

OTHER RESOURCES

A copy of a Birth Certificate for each child will be required for filing parenting actions. If the petitioner does not have a copy of a birth certificate, they must obtain one by first determining when and where the child was born. Each State and County will have an agency such as Vital Statistics or a Health Department. Local agencies for this court will include:

(Births within the City of Cincinnati)
Cincinnati Health Department
Office of Vital Records
1525 Elm Street
Cincinnati, Ohio 45210
513-352-3120

(Births in Hamilton County-Not Cincinnati)
Hamilton County General Health District
250 William Howard Taft Road
Cincinnati, Ohio 45219
513-946-7804

(State of Ohio Births)
The Ohio Department of Health
P. O. Box 118
Columbus, Ohio 43216-0118
614-466-2531

This sheet is informative only and should be removed prior to your filing.

Hamilton County Juvenile Court
800 Broadway Street - Cincinnati, Ohio 45202 (513-946-9431)

In consideration of Local Rules adopted by the Hamilton County Juvenile Court and with the intention of providing the best management of staff functions and Court proceedings, this checklist of documents must accompany the filing of a Petition or Motion concerning Custody, Parenting Time (Companionship), and or Allocation of Parental Rights and Responsibilities. If for any reason a required document can not be provided, a complete explanation must be included and approval may be required before the clerk can accept the filing.

- A thoroughly and accurately completed Petition or Motion is attached regarding Custody, Parenting Time (Companionship) or Allocation of Parental Rights and Responsibilities and is **notarized**.
- A copy of the birth certificate for the child or each child is attached.
Comments: _____
- The Child Custody Affidavit, pursuant to ORC 3127.23 is attached and has been thoroughly completed with accurate information and **notarized**.
- The Hamilton County Juvenile Court Information Form has been thoroughly and accurately completed and is attached. Comments: _____
- Paternity has not yet been determined or established.
- Paternity has been established and is supported by a copy of:
 - A paternity determination record from the Central Paternity Registry.
 - An administrative paternity determination.
 - A paternity determination issued by a court.
 - Other: _____
- No other Court has issued prior orders concerning Custody, Parenting Time or Parental Rights.
 - A copy of a prior Court order is attached dated ____ from _____ Court.
- No other Court or Administrative action has issued prior orders concerning Child Support.
 - A copy of a prior Court order is attached dated ____ from _____.
- The H.C.J.C. Authorization has been completed, signed and is attached with a witness signature.
- The Hamilton County Sheriff's authorization is completed and attached.
- The Information Form for HCJFS is thoroughly and accurately completed and is attached.
- The Written Request for Service is attached with accurate name and address information for all parties involved in this action and or an affidavit for service by Publication is attached for each party that an accurate address could not be identified by diligent and reasonable effort and research.

Other Comments: _____

Signed: _____
Date: _____

HAMILTON COUNTY JUVENILE COURT

IN RE: _____

(Minor Child or Children)

CASE NUMBER _____
PETITION FOR CUSTODY OR
SHARED PARENTING

O.R.C. 2151.23 (A) (2)

The undersigned petitioner, _____, herein being duly sworn, states:

1. The name(s) and birth date(s) of the child or children is/are:

Name: _____ Birth Date: _____ Sex: _____
Name: _____ Birth Date: _____ Sex: _____
Name: _____ Birth Date: _____ Sex: _____
Name: _____ Birth Date: _____ Sex: _____

2. The Petitioner's relationship to the above child or children is: (Mother) (Father) and the relationship has been determined by:

_____ Unmarried Mother having given birth.
_____ Married and child or children were born during marriage.
_____ Acknowledgement of Paternity
_____ Court Ordered Determination of Paternity.
_____ Other: _____
Are supporting documents attached? ___ Yes ___ No

3. The child or children currently live at _____ and is/are cared for by _____. Phone: (____)_____.

4. The natural or biological mother is: _____ and her current mailing address is _____. Phone: (____)_____.

5. The natural or biological father is: _____ and his current mailing address is _____. Phone: (____)_____.

6. The biological mother:

_____ Is the petitioner and supports an agreement of shared custody or parenting with the adjudicated father.
_____ Is the petitioner and seeks custody from father custodian.
_____ Is the petitioner and seeks custody from a non-parent custodian.
_____ Other: _____

7. The biological father:

_____ Has been adjudicated and supports an agreement of shared custody or parenting with the mother.
_____ Is the petitioner and seeks sole custody from mother.
_____ Is the petitioner and seeks custody from a non-parent custodian.
_____ Other: _____

8. It would be in the best interest of the child or children for the petitioner(s) to have custody orders as requested for the following reasons: _____

Therefore, the petitioner(s) invokes the jurisdiction of this Court to grant him/her/them temporary legal Custody of said minor child or children pursuant to O.R.C. 2151.23 (a) (2) and O.R.C 3127.01 et seq.

(Petitioner's Signature)

Address _____
City _____ State _____
Zip Code _____
Telephone Number (_____) _____

Sworn to and signed in my presence this _____ day of _____, 20____.

Notary Public

HAMILTON COUNTY JUVENILE COURT
AFFIDAVIT IN COMPLIANCE WITH § 3127.23 OHIO REVISED CODE

IN RE: _____

CASE NUMBER: _____

Upon being duly sworn, the undersigning petitioner(s), _____, herein state the following:

1. The child or children currently reside with _____, at the address of _____ Phone: (_____) _____
(Complete Address)

2. The child or children have lived with the following persons at the respective addresses during the past five years:

<u>Name of Person lived with</u>	<u>Complete Address and Zip Code</u>	<u>Dates: From - To</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. List the current address of each person listed above.

4. The petitioner(s) (has, has not, have, have not) participated as a party, witness or in another capacity with any other litigation concerning custody of this child or children either in this state or any other state. Explanation:

5. The petitioner(s) (has, has no, have, have no) information or knowledge of custody proceedings concerning this child or these children, either in this or any other state. Explanation:

HAMILTON COUNTY JUVENILE COURT
PERSONAL IDENTIFICATION FORM

CASE NUMBER: _____

1. **Name and Date of Birth** of child or children:

Name: _____ Initials: _____ DOB: _____ Sex: _____ Soc. Sec.: _____

Name: _____ Initials: _____ DOB: _____ Sex: _____ Soc. Sec.: _____

Name: _____ Initials: _____ DOB: _____ Sex: _____ Soc. Sec.: _____

Name: _____ Initials: _____ DOB: _____ Sex: _____ Soc. Sec.: _____

2. **Biological Father's Name:** _____ (Alias Name) _____ DOB: _____

Complete Address: _____ Zip Code: _____

Social Security Number: _____ Phone Number: (_____) _____

Employer & Address: _____

3. **Biological Mother's Name:** _____ (Maiden/Alias Name) _____ DOB: _____

Complete Address: _____ Zip Code: _____

Social Security Number: _____ Phone Number: (_____) _____

Employer & Address: _____

4. **Petitioner (s) Name:** _____ DOB: _____

Complete Address: _____ Zip Code: _____

Social Security Number: _____ Phone Number: (_____) _____

Employer & Address: _____

5. **Relationship to the child or children:** _____

6. **Current Address of child or children:** _____ Zip Code: _____

7. **Name of person (s) currently providing care and supervision:** _____

Phone Number: (_____) _____

8. **Was Child Custody Affidavit, mandated by § 3127.23 -O.R.C., filed?** (Form 551 Included with packet) Yes No

9. **Has an Affidavit for Publication been filed** (When address can't be identified) Yes No

10. **Has the Father of the child or children been ordered to pay Child Support?** Yes No

11. **Does any other person (s), excluding the biological parents, have any Court Ordered Custody or Companionship Rights concerning this child or these children?** Yes No If so, please list: Name: _____

Complete Address: _____ Zip Code: _____

Social Security Number: _____ Phone Number: (_____) _____

Relationship to the child or children: _____

12. **Are any Social Service Agencies currently involved with this child or these children?** Yes No If so list Agency:

Name: _____ Caseworker: _____

13. **Attorney's Name:** _____ **Address:** _____

City: _____ State: _____ Phone: (_____) _____

HAMILTON COUNTY JUVENILE COURT
SERVICE REQUEST

WRITTEN REQUEST FOR SERVICE (Civil)
 PRAECIPE (Delinquent/Criminal)

IN RE: _____ CASE NUMBER: _____

Case Type: _____ Reason for Hearing: _____

Charges: _____

A hearing is scheduled on the _____ day of _____, 20____, at _____ : _____ AM / PM.

Judge / Magistrate: _____ Case Manager: _____

Type of Form: (Summons) (Subpoena) or (Notice) *(List one of these selections for each address listed below.)*
(Parties) (Witnesses) (Attorney/Parties)

Type of Service: (Regular Mail) (Certified Mail) (Personal Service)
(Usual Service)
(Residential Service) or (Publication) *(List one of these selections for each address listed below.)*

<u>Type of Form</u>	<u>Type of Service</u>	<u>Name and Complete Address and Zip Code</u>
1. _____	_____	_____ _____ _____
2. _____	_____	_____ _____ _____
3. _____	_____	_____ _____ _____

If I have requested certified mail service, and the service is returned by the U.S. Post Office as Refused or Unclaimed, I request ordinary mail service in accordance with Civ.R. 4.6(C), (D), and (E).

Requested by: _____ Phone: (____) _____

Address: _____
City State Zip

To the Petitioner (s): The Hamilton County Juvenile Court will request the Hamilton County Department of Jobs and Family Services, (Formerly known as Hamilton County Department of Human Services), to provide case activity information concerning you, the child or children as well as any other person living in your household. The following information is **required** and **necessary** to process your Custody / Companionship petition.

Include any maiden names or alias names used by any household members.

Court Date: _____ **Magistrate** _____ **Case Number:** _____

In Re: _____

Petitioner (s) #1 Name: _____ **DOB:** _____ **SSN:** _____
Address: _____ **City** _____
State _____ **Zip** _____ **Phone Number (s):** (_____)

Petitioner (s) #2 Name: _____ **DOB:** _____ **SSN:** _____
Address: _____ **City** _____
State _____ **Zip** _____ **Phone Number (s):** (_____)

Biological Mother's Name: _____ **Biological Father's Name** _____
DOB: _____ **SSN:** _____ **DOB:** _____ **SSN:** _____

Children currently in your home or subject to your current filing.

Child's Name: _____ **DOB:** _____ **Relationship** _____
Child's Name: _____ **DOB:** _____ **Relationship** _____
Child's Name: _____ **DOB:** _____ **Relationship** _____
Child's Name: _____ **DOB:** _____ **Relationship** _____

Adults Currently Living in Your Household (include maiden name or alias name if applicable):

Name: _____ **DOB** _____ **SSN** _____
Name: _____ **DOB** _____ **SSN** _____
Name: _____ **DOB** _____ **SSN** _____
Name: _____ **DOB** _____ **SSN** _____

(For Official Use Only by HCDJFS)

No Record for any of the indicated parties has been identified.
 A case is currently open on: **Petitioner (s)** **Child** **Other** _____

The case is assigned to: _____ **Phone Number:** (_____)
The supervisor is: _____ **Phone Number:** (_____)

A prior case is identified on: **Petitioner (s)** **Child** **Other** _____

OPENED	CLOSED	PETITIONER/CHILD	DISPOSITION	ON-GOING SERVICES

Custody Investigation Recommended. **Comments:** _____

Hamilton County Juvenile Court

800 Broadway

Cincinnati, Ohio 45202

513-946-9200

Case Number _____

AUTHORITY TO RELEASE INFORMATION

I, the undersigned, hereby authorize the Hamilton County Juvenile Court to obtain any and all record information or files pertaining to my/our arrest and or conviction on any charge.

I, the undersigned, hereby authorize the Hamilton County Juvenile Court to obtain any and all record information or files pertaining to child abuse, abandonment, or neglect investigations, including records of services provided by the Hamilton County Department of Jobs and Family Services (formerly known as Hamilton County Department of Human Services).

I further authorize and request the custodian of any records and information described above to release such records and information at the request of the Hamilton County Juvenile Court or its authorized representative or designee upon presentation of this release or a photocopy thereof.

Hamilton County Juvenile Court, its authorized representative or designee, may release any of the above files, records, or information to any guardian ad litem (GAL) and/or Court Appointed Special Advocate (CASA) the Court has appointed. Hamilton County Juvenile Court, its authorized representative or designee, may also release any of the above files, records, or information when referring cases to any office or agency providing guardians ad litem (GALs) and/or Court Appointed Special Advocate (CASAs).

This release is executed with the full knowledge and understanding that the information is for the official use of the Hamilton County Juvenile Court in the determination of a Custody and/or Companionship petition as well as other associated Court matters.

Should there be any question regarding the validity of this release, please contact me/us as directed below.

Last Name: _____ First Name: _____ MI: _____

Date of Birth: ____/____/____ Social Security Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: (____) _____ Daytime Phone: (____) _____

X _____ Date: _____
Signature

Witnessed by:

HAMILTON COUNTY SHERIFF'S OFFICE

Personal Information Release Form

Please Print Clearly

Name: _____

Address: _____

Date of Birth: _____ Social Security Number: _____

Sex: Male _____ Female _____ Race: _____

I, the undersigned, authorize the Hamilton County Sheriff's Office to release information regarding any Traffic or Criminal convictions that I have on file. If it is necessary to verify this Authorization, I can be contacted at telephone number _____. This Authorization is void if not exercised by the person or organization named below within (1) year from the date signed. I hereby agree to indemnify the County of Hamilton and the Hamilton County Sheriff and his representatives for any liability arising out of the improper use of the information provided.

Signature: _____ Date: _____

FOR OFFICIAL OFFICE USE ONLY

Certification of Purpose

I, the undersigned, certify that the information applied for will be used only for the purpose for which it is requested and agree that this information will immediately be destroyed after use or if retained not released outside my agency.

Information Requested By: _____ *Date:* _____

Company Name/Agency: _____

Contact Person: _____ Phone Number: _____

Address: _____

For Sheriff Office Use Only

Operator: _____ Date: _____

Record: _____ No Record: _____

_____ CSEA

**APPLICATION FOR CHILD SUPPORT SERVICES
NON-PUBLIC ASSISTANCE APPLICANT/RECIPIENT**

IMPORTANT: If you are receiving ADC or Medicaid, do not complete this application because you became eligible for child support services when you signed the ADC/Medicaid application.

I, _____, request child support services from the _____ CSEA (Child Support Enforcement Agency). I understand and agree to the following:

- A. I am a resident of the county in which services are requested and no other Ohio county has jurisdiction over support – OR – I am requesting services from the Ohio county of jurisdiction.
- B. The only fee that can be charged for services is a one dollar application fee. Some counties pay this fee for the applicants.
- C. Recipients of child support services shall cooperate to the best of their ability with the CSEA. (See attached rights and responsibility information).
- D. In providing IV-D services, the CSEA and any of its contracted agents (e.g., prosecutors, attorneys, hearing officers, etc.) represent the best interest of the children of the state of Ohio and do not represent any IV-D recipient or the IV-D recipient's personal interest.

The Child Support Enforcement Agency can assist you in providing the following services:

- 1. **Location of Absent Parents.**
The agency can assist in finding where an absent parent is currently living, in what city, town, or state. The applicant can request 'Location Only Services', if the sole need is to find the whereabouts of the absent parent.
- 2. **Establishment or Adjustment of Child Support and Medical Support.**
The CSEA can assist you to obtain an order for support if you are separated, have been deserted, or need to establish paternity (fatherhood). The CSEA can also assist you in changing the amount of support orders (adjustment), and to establish a medical support order.
- 3. **Enforcement of Existing Orders.**
The CSEA can help you collect current and past-due child support.
- 4. **Federal and State Income Tax Refund Offset Submittals for the Collection of Child Support Arrearages.**
The agency can collect past-due support (arrearages) by intercepting a payor's federal and state income tax refunds in some cases.
- 5. **Withholding of Wages and Unearned Income for the Payment of Court Ordered Support.**
The agency can help you get payroll deductions for current and past-due child support and can intercept unemployment compensation to collect child support.
- 6. **Establishment of Paternity.**
The agency can obtain an order for the establishment of paternity (fatherhood), if you were not married to the father of the child. An absent parent may request paternity services.
- 7. **Collection and Disbursement of Payments.**
The CSEA can collect the child support for you, and send you a check for the amount of the payments received. Past-due support collected will be paid to you until all of the past-due support you are owed is paid.
- 8. **Interstate Collection of Child Support.**
The agency can assist you in collecting support if the payor is living in another state or in some foreign countries.

APPLICANT INFORMATION

Name: _____	Date of Birth: _____
Home Address: _____ _____	Mailing Address: _____ _____
Home Phone #: _____	
Social Security #: _____	Sex: _____
Race: _____	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated
Relationship to Children: _____	
Military Service (Branch, Dates): _____ _____	Ever been on Public Assistance? (When and Where) _____ _____

EMPLOYER INFORMATION

Employer Name: _____	Employer Phone #: _____
Employer Address: _____ _____	Is Medical Insurance Available? _____

	CHILD 1	CHILD 2	CHILD 3
Name:			
Sex:			
Race:			
Social Security #:			
Date of Birth:			
Home Address:			

Location of Birth: (Country, State, City)			
Has Paternity (Fatherhood) been Established?			
Name(s) of Absent Parent(s):			
Is there an Order for Support?			
Is the Child covered by Medical Insurance?			

ABSENT PARENT INFORMATION

	PARENT 1	PARENT 2	PARENT 3
Name (and alias):			
Home Address:			
Mailing Address:			
Social Security #:			
Date of Birth:			
Location of Birth (Country, State, City):			
Race:			
Sex:			
Height / Weight:			
Hair / Eye Color:			
Identifying Marks (Tattoos, scars, etc.):			
Names of Children:			
Name and Address of Employer:			

Employer Phone #:			
Medical Insurance Provided?			
Support Order #:			
Date of Support Order:			
Amount of Support:	\$	\$	\$
Order Frequency:	Per	Per	Per
Location where Order was issued:			
Military Service (Branch, Dates):			
Ever Incarcerated? (Location, Dates):			
Arrest Record (Location, Dates):			
Name, Address Current Spouse:			
Father's Name:			
Mother's Name (Maiden):			
Ever been on Public Assistance? (Location, Dates)			

Type(s) of Service(s) Requested:

- All services listed
- Location of absent parent only
- Other (please explain)

I understand that the Child Support Agency within 20 days of receiving this application will contact me by a written notice to inform me if my case has been accepted for child support services (IV-D Services).

Signature of Applicant: _____

Date: _____